App. F. IX-4

1949-50
(CB)

File No. 44-69

Previous References.

Serial Nos. 1

Later References.

GENERAL AND REVENUE SECRETARIAT

Serial Nos. One

Part B for Sept 49

SUBJECT

Arrangement for the submission of files to the Ministers when the concerned Ministers are not in Headquarters

O. M. No. 2384-96/CB.44-69-1 12. 9. 49.

To
The Personal Asst. to the Ministers

Sd/-
10/9

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Files Nos 993, 981, 992, T552 & 1084 (3 files)

A

Submitted:-

The enclosed files which were sent to the Hon'ble Chief Minister's Office on the dates noted against each of them have not been taken by that Office on the plea that the Hon'ble Chief Minister is not in station. This is not the first instance of this is the case with ~~some~~ of the Office of some of the other Hon'ble Ministers. Whenever the Minister will be on tour or ont of Head Quarters, the Office will not receive files till the Minister's return ~~from~~ to Headquarters with the result that files will accummula-te in this office though seen by the Minister

As regards the General Secretary's Office, ~~where there~~ the files will not be received as/an and when they are sent from this office and also after 4 P.M. each day with the result many important communications, files etc. which pertain to H.R.C. Section & Labour Sectt. remain with us.

Some definite orders on the point are necessary.

16/8/49

B

Files must be received in the Offices and submitted to the minister as concerned Secretaries. The Chief Secy will kindly look into the matter at once.

R.S.D
17/8

CHIEF SECRETAI

CHIEF SECRETARY 130 17 AUG 1949 SECT. SO

N.B.—Should routine notes be written on small slips, the notes must be copied or slips pasted on this form

Re A & B no special arrangements have been made for conduct of work in the absence of the Chief Minr., Para 12 of Council Business rule will have to apply. & an O.M. has issued to all Secretaries in the matter.

1309

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

B. will be brought to the notice of the Genl. Secy. the fresh orders seem to be necy

Minister Secy)

11/9/17/8

1878

Genl Secy W/S)

11/9/1918

Office of the Minister for Law & Labour.
No. 1152 Sec B
Date 1878

CHIEF SECRETARY 1343 GOVT. OF MYSORE

Sec Please put up the memo mentioned by me all the papers to Secy. by 4 P.M

11/9/18

The Memo referred to by the - General Secretary is put up herewith which was circulated for information on 17-1-1949 to the Assistant Secretaries and several branches of the General Secretariat and to the Personal Assistants to the Ministers. The remarks made by the Personal Assistant to the Minister for Law & Labour thereon is also placed below for perusal as desired.

"R"

"H"

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

In this connection it is submitted that even in some of the Minister's -

3803

Ministers Establishments, the Chief Secretary's Establishment and in the Confidential Branch no files are generally being received if the same are sent after 4 P.M. and it is learnt from the Chief Secretary's Establishment that the Chief Secretary has also issued instructions in this behalf so far as Chief Secretary's Establishment is concerned.

A

It is further submitted that on account of the ever increasing day to day work, as the General Secretary is already aware of, it has been found practically impossible by one clerk attached to the General Secretary's establishment to cope up with the work without giving room for complaints as in the present case i.e., of the Law Minister's Personal Assistant,

P21
3

Unless some assistance is given - by giving the - assistance of a 2nd Division Clerk or at least a literate - attender it will be practically impossible by one official to attend to both receiving the files from the several - Ministers Establishments and other Secretaries throughout the day as they are being received throughout the day without - even a moment's leisure one after another in a regular flow in addition to the files that will be received from the several branches and to distribute the same back again to the several branches concerned the very day after the General - Secretary's orders in addition to attending to the receipt of more than 70 to 80 tappals every day which will have to be got opened, referred to the several branches concerned before they are submitted and will have to be got registered before they are all distributed to the several branches which will itself occupy a lot of time every day, besides attending to emergent and urgent work that would be entrusted by the General Secretary.

SECRETARY TO GOVT. OF ORISSA
No. 3803
Date 23/8
GEN. REL. BR. 23/8

D 23/8 (Sd-illegible)

"R"

Reference is invited to my Memo dated 17-1-1949 regarding the submission of files to me from Branches and Offices with which I am connected. The Memo is self-Explanatory and was issued in the interest of quick despatch of

GL Sept. 3803 49-50

of work. As only one clerk has to attend to both the receipt and distribution of files in addition to heavy typing and other items of work, it was necessary to fix some time for the receipt of ordinary files so that the files which had been seen and noted on by me could be distributed to the Branches concerned well in time for further action before the close of the working hours. I am not sure that this arrangement has led to any real inconvenience and if any such inconvenience is brought to my notice I should be prepared to consider the matter.

Office of the Minister for Law & Labour.
No. 1597
Date 8 Sep 49

CHIEF SECRETARY, WITH COMPLIMENTS.

3/9/49

CHIEF SECRETARY'S OFFICE 2120 5 SEP 1949 GOVT. OF MYSORE

For personal

Re A overleaf, it is true that much haste is need from me in stating therein. The reasons this: If was found that files accumulated the files in the branches till about 5 pm. and then comes to them on the Secretary or other Officers, the immediate, urgent & routine files all together. As the Govt. says, this leaves no time & attend to urgent & immediate files & get the orders out at a reasonable time, while the whole office stays on till 6:30 or 7 pm & sometimes even later. It is now the practice to finish all files being sent up before 4 pm, as and when they are received in batches, and to receive only immediate files from branches, and all files returned from the Hon'ble Ministers after 4 pm. This is the practice so far as the Chief Secretary's Office is concerned & this has been working well.

Hon'ble Minister

6.9.49.

I note that the practice is to receive

after 4 P.M. all files returning from the ministers and only "immediate" files from Branches. This is satisfactory and I believe nothing more is needed by my personal Assistant. That practice may continue

15-9-49

Has an O.M. been issued, as suggested by the Chief Secy, so that files may not be returned from ministers' establishments on the ground of absence of ministers from station?

K.T.B
8/9

The O.M. issued, only reminds the Secretaries to the provisions of Rule 12 of Council Business Rules, with reference especially to the absence of the Chief Minister at Delhi and the manner of disposal of files that had to go to him in the normal course

No O.M. has been issued to the Ministers' Secretariat to receive files marked to them even when the Minister is not in HQrs this will be done now, if approved

Minister for Law)
9/9

Office of the Minister for Law & Labour.
No. 1622
Date 9/9/49

yes. may be done.
K.T.B
9/9

osmk
9.9.49

Done O.M.
10/9
osmk
12/9/49

Submitted
Draft O. M. put up for approval.
Chief Secy)
12.9.49

osmk
13/9/49

13/9
osmk 13/9/49

CHIEF SECRETARY
9 SEP 1949
GOVT. OF MYSORE

CHIEF SECRETARY
10 SEP 1949
GOVT. OF MYSORE

CHIEF SECRETARY
13 SEP 1949
GOVT. OF MYSORE

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

General and Revenue Secretariat,

No. F387-96/GS 77-49-1 *Dated Bangalore,* 14th Sept. *19* 49.

OFFICIAL MEMORANDUM.

Ministers' Establishments are requested to make arrangements for receiving files and papers marked to the Ministers with whom they are concerned even when the Minister is not in Headquarters and to submit them to the Minister on his return to Headquarters or to send them to camp as may be desired by the Minister.

It would not be correct for Ministers' Establishments to refuse to receive files and papers on the ground that the Minister is absent from Headquarters.

By Order,

M. Ramakrishnaiya
Chief Secretary to Government.

To

The Personal Assistants to Ministers.

RL/-

No 2387-96/CB 44-49-1 & 14.9.49

OFFICIAL MEMORANDUM.

Ministers' Establishments are requested to make arrangements for receiving files and papers marked to the Ministers with whom ~~they~~ they are concerned even when the Minister is not in ~~Head~~-quarters and to submit them to the Minister on his return to ~~Head~~-quarters or to send them to camp as may be desired by the Minister.

It would not be correct for Ministers Establishments to refuse to receive files and papers on the ground that the Minister is absent from Head-quarters.

By Order,

Chief Secretary to Government.

12/9/49

To

Issued vide No 2387-96/CB dated 14th Sept, to the PA's to Ministers. The Personal Asstts. to Ministers.

Copies to Branches

12.9.49

CIRCULATED TO THE PERSONAL ASSISTANTS

TO THE MINISTERS OF

Chief Minister,

Minister for F. & I.,

Minister for Law & Labour,

Minister for Revenue & P. W.

Home Minister,

Minister for L.S.G.,

Minister for P. H. & Excise

Minister for Education,

Minister for Municipalities & Muzrai.

M E M O.

It is observed by the undersigned that many files are being submitted for orders rather very late in the day thereby causing much inconvenience to attend to them the same day. It is therefore directed that hereafterwards all the files that are intended to be sent for orders of the undersigned from the several branches concerned should be submitted before 4 P.M., every day unless they are of very urgent and immediate nature and in such cases the concerned caseworkers should see that they are taken to the General Secretary in person and get orders then and there without merely submitting them and getting away without watching or waiting for their return and taking further action, so that the object with which such cases were attended to is not frustrated.

The Personal Assistant to the Ministers are also requested to send the files seen by the Ministers before 4 P.M., every day as far as possible unless they are of very urgent and immediate nature so that some time may be left for the files so received being distributed to the branches concerned before the close of the working hours, for taking immediate action, wherever necessary the same day, as otherwise the files will be held up till the next day thereby causing unnecessary delay at this end.

SRD/17-1-49.

General Secretary to Government.

Circulated to
The Assistant Secretaries concerned
The Personal Assistants to the Ministers.

CIRCULATED TO THE ASSISTANT SECRETARIES & THE BRANCHES OF

A. & F.,

L. S.,

S. R.,

I. & C.,

C. B.,

M. L.,

War Section

&

Secretary T. B.,

M E M O.

It is observed by the undersigned that many files are being submitted for orders rather very late in the day thereby causing much inconvenience to attend to them the same day. It is therefore directed that hereafterwards all the files that are intended to be sent for orders of the undersigned from the several branches concerned should be submitted before 4 P.M., every day unless they are of very urgent and immediate nature and in such cases the concerned caseworkers should see that they are taken to the General Secretary in person and get orders then and there without merely submitting them and getting away without watching or waiting for their return and taking further action, so that the object with which such cases were attended to is not frustrated.

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SRD/17-1-49.

General Secretary to Government.

Circulated to
The Assistant Secretaries concerned
The Personal Assistants to the Ministers.

Memo.

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Sd/- Mir Safdar Hussain,
General Secretary to Government.

Circulated to
The Assistant Secretaries concerned
The Personal Assistants to the Ministers.

Office of the Minister
for Law & Labour.

"Copy"

Subd. to the General Secretary,

Files perused by the Hon'ble Minister are being sent from this office to the personal Clerk of the General Secretary then and there. But, considerable difficulty is being felt that invariably all the files sent from this office are not being received as and when they are being sent. As amatter of fact, I had brought this to the notice of the then General Secretary. Out of the three Delivery Books maintained in this office, one will always be stuck up with the Personal Clerk of the General Secretary. As the bulk of this office files relates to General Secretary, instructions may kindly be issued to the personal Clerk to receive them immediately they are sent from this office. As the Hon'ble Minister will be seeing the files till after about 6 p.M. every day, it may not be possible to send the files before 4 P.M. every day